

# Child Development Coordinating Council Minutes

September 14, 2016

## Meeting Attendance

**Voting Members Present:** Erin Clancy, Ryan Page, Carla Peterson, PJ West, Beth Van Meeteren, and Kimberly Villotti

**Voting Members Absent:** Stephanie Peters, Mary Groen, and Peg Macek

**Non-Voting Members Present:** Tom Rendon, Mary Shihadeh, and Lora Patton

**Non-Voting Members Absent:** Carrie Sanderfer

**Staff to Council:** Amy Stegeman and Amanda Winslow

**Secretary:** Gloria Hamilton

## INFORMATION/DISCUSSION Item:

### Welcome

The meeting was called to order by Erin Clancy, CDCC Chair. A short round of introductions was completed followed by a welcome to the newly elected Co-Chair for the CDCC. On July 14<sup>th</sup>, Council members received an electronic vote to elect a new co-chair. An email was sent on July 26<sup>th</sup> to notify the Council of the results: Kimberly Villotti was elected as the new co-chair with quorum met by six voting members: Peg, Erin, Mary G., Beth, Carla, and PJ.

## ACTION Item:

### Approval of February 17, 2016 Meeting Minutes

An electronic vote was recorded on July 26, 2016 with five in-person voting member responses to approve the minutes: Peg, Mary G., Ryan, Erin and PJ. Via electronic communication, Stephanie also voted to approve the meeting minutes. Quorum was met with six member votes and the February meeting minutes were approved.

## ACTION Item:

### Approval of July 20, 2016 Meeting Minutes

Minutes were shared electronically prior to meeting. Erin asked for any comments or edits to April 20, 2016. Beth offered clarification regarding her recorded member update. With the suggested edit, a motion was made by Carla and seconded by Kimberly to approve the April meeting minutes. The minutes were approved unanimously.

**Public Comment:** None

## ACTION Item:

### Approved Waiver Update

- Shared Visions preschool grantee, Burlington #3, had received a waiver from the Council regarding their NAEYC accreditation, pending next steps from NAEYC.

The grantee was directed to begin the accreditation process with Step 2. The Council reviewed a handout summarizing the four steps of NAEYC's accreditation process. A motion was made by Beth to suggest that Burlington #3 should apply by October 31, 2016, and request the earliest candidacy possible. The motion was seconded by Ryan and passed unanimously.

### **New Waiver Request**

- There were two additional Shared Visions Preschool program waiver requests submitted for the Council's review. Burlington #1 and #2 presented a NAEYC accreditation waiver on July 5, 2016, as these two grantees planned to move to the Madison Head Start location. This location is the same new location as the previously awarded waiver, Burlington #3. Due to all three grantees now being located at the same location, there would be one accreditation process inclusive of all three grantees. The Council determined that any conditions applied towards Burlington #3 would then apply to Burlington #1 and #2 by default. A motion was made by PJ to recommend approval of a waiver for Burlington #1 and Burlington #2 grantees with the understanding that timelines set in the waiver for Burlington #3 would be followed due to being co-located. The motion was seconded by Kimberly and passed unanimously.

### **INFORMATION/DISCUSSION Item: Updates from Staff**

#### **Preschool Program Updates**

- Year-end reports were due on August 1, 2016. All grantees submitted their reports on-time through Iowa Grants. Staff are reviewing the submitted reports but the majority of the reports have been approved. There were a few reports that were re-negotiated to grantees for clarification. Reviews should be completed by the end of the month
- There were a few grantees that did not spend down all of their funds. Grantees must send any unexpended funds back to the Department. There were no grantees that had more than 3% of their grant award unexpended. The Council discussed options with staff regarding the use of formal mid-year budget report to encourage grantees to review uses of funding earlier in the year. The Council also discussed a potential review of budget guidelines in the future to avoid unexpended grant funds.
- The Department granted a budget proposal in the amount of \$30,000 to proceed with a program evaluation of the Shared Visions Preschool Program. The program evaluation will be completed by the University of Iowa's Center for Evaluation and Assessment. The last program evaluation was completed in 2007. The Department is waiting for the final memorandum of understanding to be signed. The program evaluation scope of work may include a baseline data collection as FY16 was the first year of the current five-year grant cycle. The Council discussed potential program evaluation outcomes and the desire to have a thorough description of the program through baseline data collection.

- Funding in the amount of \$5,000 from the Department was received to support professional development for Shared Visions Programs. The Council was reminded that this is in addition to the \$5,000 reserved annually per Council recommendation for use in supporting program evaluation and/or professional development for Shared Visions Preschool grantees. The Council discussed applying the full \$10,000 towards professional development for grantees. The identified next steps are for staff to survey preschool grantees to determine program professional development needs.

## **Parent Support Program Updates**

Year-end data was received through RedCap and in a supplemental version through Iowa Grants. Staff are in the process of reviewing year-end reports and these reviews should be completed by the end of the month. Grantees all transitioned to using DAISEY for data collection as of July 1, 2016.

## **Update on Early Childhood Iowa**

Amanda shared that the ECI State Board has elected a new chair, David Arens, and co-chair, Richard Clewell, as of September 9, 2016. The ECI State Board has several committee workgroups currently serving to support the ECI Strategic Plan. Amanda and Shanell Wagler are currently serving as lead staff to discuss core services. Specifically, the Core Services Committee is a committee of the ECI State Board and have been charged to conceptualize what the early childhood system looks like against an identified set of core services. ECI envisions the system to support programs and services in order to better work together for young children and their families. The purpose of building a core set of services for the system is to accomplish the results of healthy children, children ready to succeed in school, secure and nurturing families, secure and nurturing early learning environments and safe and secure communities utilizing a common language.

## **INFORMATION/DISCUSSION Item: CDCC Member Updates**

*Erin:*

- The Registry is adapting to include the [early childhood career pathways website's](#) professional development plan. An annual professional development plan is required for DHS licensed child care. The Registry will also be directly linked to [Prepare Iowa](#) to capture mandatory child abuse reporting training. Additionally, the Registry is the mode for registration to participate in the new Essentials training series to meet the new health and safety requirements. The Registry should be used to track all pre-service and orientation trainings, except for college coursework.

*Ryan:*

- The Child Development Block Grant rules were adopted in early August of 2016. October 1, 2016 is the deadline for full roll-out of the Essentials training.

*Lora:*

- Child Care Resource & Referral have been preparing for the new Essentials trainings and upcoming guidance and training related to emergency preparedness. CCR&R teams are working with providers to start their plan and work through these new requirements.

*Mary S.:*

- Part C eligibility criteria has changed. Foster care children, drug-exposed children and preemies are no longer automatic qualifiers. Preemies that meet certain guidelines do qualify however.
- QPPS is being revised by a DE & AEA work team. The updated version is being vetted widely through stakeholders.

*Beth:*

- The Regents Center continues to work on developmentally appropriate practices in early childhood with a statewide focus. A request for everyone to be mindful of the language being used related to getting kids ready for kindergarten. There is a concern that a focus is on the children being ready and meeting certain indicators rather than kindergartens preparing for children.

*Tom:*

- IHSA (Iowa Head Start Association) has released its preliminary list of training and networking events for 2016-17. A full list can be found at the [Head Start website](#). Schedule events will include a number of offerings of interest to child care including Motivational Interviewing; Teachers Learning and Collaborating; I Am Moving I am Learning; and four sessions addressing health issues including oral health, body mass index screening, mental health, and nutrition.
- The list also includes a Parent Leadership Conference scheduled for October 22. This event is not just for Head Start parents, but for any parents eager to learn more about early childhood, being an advocate for their children and the programs that serve them, and how to be an effective leader. To register, go to the [Head Start website](#).
- IHSA engaged in its annual summer strategic planning exercise and identified goals for the coming year that included enhancing visibility, providing more support to Head Start programs and develop a more diverse and representative board.
- The IHSA will meet for its annual meeting at breakfast on September 30 during the Early Care and Education Fall Institute.
- A number of new directors have or will join the Iowa Head Start family:
  - Des Moines Public Schools (Head Start delegate of Drake University Head Start): Melissa Leyen has started as the new Head Start coordinator taking over from Amy Kolln.
  - Mid-Iowa Community Action: Carrie Soddors will step in as the new director to replace retiring Kathy Held.
  - North Iowa Community Action Organization: Melissa Nelson will move up to director as Cindy Davis takes another management position at NICA.
  - Tri-County Child and Family: Dr. John Berry has replaced retiring director Kim Young-Kent.

- West Central Community Action: Lavennia Coover has been named as the interim director of Head Start following Carrie Sanderfer's resignation.

*Kimberly:*

- Early Childhood Iowa has commissioned the review and revision of the Iowa Early Learning Standards. Stakeholders will come together to get this process started again over the next year.

*Carla:*

- Iowa State University has an online degree completion program for early childhood that is now up and running. There are currently fifteen students from ISU enrolled. There are also partnerships amongst six other universities for this online program.

### **INFORMATION/DISCUSSION Item: Annual Report Development**

Everyone received a handout detailing questions asked within the preschool and parent support year-end reports. The Council also reviewed the work from the April 20<sup>th</sup> consensus workshop. Based on the summaries of previous Council conversations and the reflection of the duties of the Council, the Council had a conversation regarding potential areas of focus, data, and overall content to include in the annual report. The Council would like to use a framework that includes research, awareness, personalization, connections with data, services (map), and data around the need to expand services and supports. The Council determined that it would be best to make the annual report as condensed as possible, while still communicating the need to support young children and families at-risk with quality early childhood programs and services.

### **INFORMATION/DISCUSSION Item: CDCC Duties and Action Steps**

The Council was provided a summary sheet to reflect upon the conversations and work of the Council from the past year. The Council had a conversation regarding potential next steps. The Council determined the development of small task teams would be a preferred method for continuing this work. Task teams will work on separate topics and then report back to the full Council with any recommendations. Staff will distribute a survey to gather member's preferences for areas of focus.

### **Future Meeting Agenda Items**

- Revisit goals for the year
- Annual report draft to share
- Duties of the Council
- Program evaluation update
- Waiver and NAEYC accreditation

**The proposed upcoming Council meeting dates are:**

- November 9, 2016 – Grimes Building – B50; 10:00am – 3pm
- February 15, 2017 – Grimes Building – B50; 10:00am – 3pm
- April 12, 2017 – Grimes Building – B50; 10:00am – 3pm
- July 19, 2017 – Optional Distance Meeting & Grimes Building- 3 N Central; 10:00am-12:00pm

**Adjourn**

- Kimberly moved to adjourn the meeting. Beth seconded the motion and it passed unanimously.